

## Masonic Charitable Foundation Hospice Grants 2021/22

### Re-imagining Day Hospice Services

**On behalf of Freemasonry in England and Wales the Masonic Charitable Foundation is proud to be working in partnership with Hospice UK to deliver a programme of local funding that will have a significant and lasting impact on communities across England and Wales.**

## Information and criteria

### What is the programme?

The COVID Pandemic created unprecedented challenges for the Hospice sector across the UK. In a matter of days Hospices had to transform services and care for patients and families facing life limiting disease in the context of the fear and disruption caused by COVID-19. The sector responded magnificently with hospices remodelling services, redeploying staff and increasing capacity to support patients to remain out of hospital, whatever their condition or background.

The burden on hospices to reduce costs and find efficiencies is growing in the face of rising demand and a desire to meet the needs of all parts of the community while losing access to the traditional funding support streams from community fundraising. The impact of COVID-19 has intensified the pressure on already constrained resources. However, despite these extraordinary challenges, there has also been real opportunity to drive positive change. Many hospices have reported to us that the troubles of recent months had served to break down previously existing barriers and open eyes to the possibilities of greater collaboration and co-working. Through these efforts hospices have the opportunity to find innovation and complementary skillsets to help best meet the needs of anyone affected by a life-shortening illness.

Over the past year or so COVID has forced many Day Hospice Services to close. Hospices are now looking to re-open and start day hospice services for patients both virtually and face-to-face.

This grants programme will fund projects within hospices aimed at re-opening day care using new approaches to both virtual and safe face-to-face services. This would help to address any urgent needs a hospice might face in delivering its services in a radically changing landscape.

## Grants

Grants of up to £35,000 are available to support projects running over a period of 18 months. This allows for up to 3 months setup phase and 12 months project delivery – with a further 3 months to cover any unforeseen delays mid project.

The grant programme would be seeking to facilitate sustainable change in hospice care. Grant recipients would be expected to assess the impact of the grant against their intended outcomes, which in turn would serve as case studies in an evaluation to support wider sector learning.

## The proposed work

Making better use of technology - building on recent experiences gained during Covid-19, technological innovations offer the opportunity to make transformative shifts in patient-centred care models. However, there is not a one size fits all approach to implementation. Hospices will need to consider a range of opportunities in combination to flexibly meet their specific circumstances. Projects could include:

- Capital costs for redeveloping a Day Room to include use of technology
- Equipment, marketing/publicity material and resources
- Staff training
- Equipment for patients
- Telephone support

## Available funding

Total available funding in this grant round is £300,000. We expect to award between eight and ten grants in this round.

Only one application can be considered from each hospice

## Eligibility criteria

Eligible organisations are members of Hospice UK:

- adult hospices
- children's hospices.

Based in England, Wales, the Channel Islands or the Isle of Man.

NB: Hospices awarded a grant in the April 2021 Masonic Charitable Foundation/Hospice UK widening access programme **are not** eligible to apply in this round.

## Deadline

**The deadline for applications is Monday, 14 February 2022 at 17:00.** Applicants will be informed whether or not they have been successful in early April.

## Financial situation

If we receive more applications than we can fund and the project has been assessed and is strong enough to be in contention for a grant, then hospices' free reserve levels may be taken into account.

For the purpose of this grant programme:

- free reserves are defined as all reserves with the exception of endowed or restricted funds and any reserves represented by tangible fixed assets
- running costs are defined as total expenditure as per the most recent audited accounts.
- where the hospice operates one or more trading subsidiaries, the figures are to be based on the consolidated levels of reserves and expenditure for the group.

### User involvement and partnership working

We expect that your project will involve consultation with current and future service users. This should be evidenced in your application.

Where appropriate, if a project is a collaboration between a hospice and others (e.g. internal colleagues/departments, hospitals, CCGs or Local Health Boards, community groups, local councils or other organisations) the lead organisation must be a member of Hospice UK. Where a partnership is proposed, it is important that letters of support from partner organisations are submitted along with your application.

### Organisational support

The project lead could need dedicated time to undertake the proposed work and full support from the applicant organisation to execute necessary change to culture and practice.

The organisation will need to demonstrate that the developments will continue beyond the end of the grant period. The chief executive or equivalent at the hospice will be asked to write and sign a statement of support (on hospice headed paper) outlining how the proposed work fits with the strategic direction and business plan of the applicant organisation; provide assurance that this work will make a difference in practice and the organisation will take responsibility to review the progress of the project to ensure that change is effected; and describe any other support which will be provided.

### Eligible costs

For the purpose of this grant programme, we consider a 'project' to be a discrete range of activities with a clear purpose, designed to bring about change. These activities would normally incur costs over a variety of items, which could include:

- Staff salary. Funding can cover full-time or part-time staffing, or a combination of both
- Equipment
- Travel
- Staff training.

Please note, if your application is successful, you will be required to attend a Project Lead Day, possibly in London - subject to COVID-19 restrictions. You should allow for the cost of travel for this as part of your budget. The Project Lead may also be expected to take part in webinars that would form part of a Community of Practice for the duration of the grant period.

It is expected that the majority of the grant would go towards implementation costs of the service. However, a range of different items should be budgeted for and all must be directly relevant to the project.

## What is not eligible?

Non-eligible pieces of work include:

- activities such as undertaking a needs analysis or mapping exercise
- a continuation of an existing service – unless this application is to enhance the service
- work that has already started before April 2022 – although if you ran a clearly identified pilot phase before this date, you are not precluded from making an application to develop it further
- isolated pieces of equipment not related to the proposed work
- direct salary costs for tasks not related to the project – the aim is to release the applicant from some of their duties to undertake the proposed work.

## Application process

We encourage all potential applicants, after reading the application materials, to contact the grants team to informally discuss your proposal. This enables us to establish whether your planned work fits within the general requirements of the programme and offers you an opportunity to find out more about what we are looking for.

Please note that discussing your proposal with the Grants Team does not guarantee the success of your application.

Only one application per grant round will be considered from each hospice.

Full applications can be made on the online forms available on our website:

[www.hospiceuk.org.uk/grants](http://www.hospiceuk.org.uk/grants)

## Completing the online form

Before you can access the online application form you will be asked several questions in the eligibility filter. If answered correctly, you will be directed to the full application form.

**Tip, you may find it helpful to prepare your answers in Word first.** A template of the application questions is available on the website in Word version. You can use the template to 'cut and paste' your answers into the online form.

When you are filling in your application form, please give concise answers as some questions may have a limit on the number of words you can write.

In addition, if a grant is awarded, we will ask you to report back on your project by referring to the answers written on your application form, so it is important to be realistic in your answers.

## Submitting the online form

Once you have completed the application form you can submit it online. To submit, go to the last page of the form and at the bottom is a 'submit' button. Once you are happy with your application, click 'submit'.

Once you have submitted your application you will receive a confirmation of submission e-mail, which will include a copy of your application.

Please attach to your application:

- a signed statement of support on hospice headed paper from your chief executive
- letters of support from partner organisations (where appropriate)
- any other supporting information, such as a feasibility study or scoping exercise, that identifies the need for the project.

## Assessment

Applications will undergo a two stage assessment process:

### 1. By Programme Staff

To check the application meets the basic eligibility criteria. If further information is required at this stage, a member of the programme staff will request it.

### 2. By the Major Grants Committee

During the second stage all applications will be considered by the Major Grants Committee, which comprises of senior hospice personnel as well as staff from Hospice UK and representatives from the Masonic Charitable Foundation.

Applications will be assessed against set criteria, including evidence that the proposed project will:

- Be able to **evidence an enhancement** of day hospice services
- **Address an unmet need** in the current day hospice services provision – with an understanding of how the needs of users have been incorporated.
- **Improve the current experience** of people using these services
- Have high-level **organisational buy-in** i.e. evidence that this is in line with your organisation's strategy
- Use **reliable and validated outcome measures**
- Be **sustainable** once our funding has ended.

In addition, **value for money** and the **feasibility** of the proposed work will be taken into account.

You should address each of the points above in your application. These are not listed in order of importance.

**The Grants Committee will prioritise innovative projects they feel would most likely contribute to national learning and the possibility of scaling and replicating your model in other settings.** To support this, your application should demonstrate how your project would build on established practice, be nationally relevant and show a clear need.

**It may also be necessary to allocate funding to ensure a balanced geographical spread and project type are taken into account.**

The Grants Committee will prioritise those projects that have the ability to start soon after the decision to fund has been announced.

It is likely that we will receive more applications than the amount of funding available, so the success of your application cannot be guaranteed and the committee's decision is final.

### Supporting documentation for your application

You have the opportunity to submit supporting documentation to strengthen your bid. Examples of documentation you should consider including:

- evidence for why the activity proposed will have the impact we are looking for
- evidence of need for your proposed work in your locality
- information about partners and collaboration that will have an impact on the success of your project

### What happens if successful?

If your application for a grant is successful then we will send an award letter, together with an acceptance form, to the chief executive at the hospice. We may contact the application sponsor personally to confirm support of your application.

The acceptance form must be signed by the chief executive and trustee of the applicant organisation, agreeing to the conditions of the grant. We will ask you to confirm when the project will start and when you expect to complete it.

The project should start within three months and finish within 12 months of the date of the grant award letter. We reserve the right to withdraw funding after 18 months from the award date if it is not claimed, so it is important that you keep us up to date with progress.

Payments will be made on the submission of a grant claim form together with evidence of expenditure such as copies of paid receipts and invoices in relation to the grant.

All grant holders will need to provide an evaluation of their project at the end of the funding period.

### Through the life of your grant

Hospice UK and the Masonic Charitable Foundation are keen to see how our grants make a real difference to the work of hospices and to learn how funded projects have improved the experience for patients, and their families.

We are also interested in increasing and sharing learning from the projects that are funded through this programme. If successful in your application for funding, you will be expected to contribute to this. Activities may include:

- submitting regular progress reports (every 3 months) after your grant has been awarded
- site visits by staff from Hospice UK to evaluate progress

- access to ongoing support from the Grants Team to ensure that your project goes as smoothly as possible and to offer facilitation to help resolve any issues
- sharing of ideas and knowledge and peer support through a variety of media and attendance at a project lead day and/or related events
- contribution of data and outcomes to project evaluation framework
- meeting with local Freemasons for a presentation and to take part in publicity of the grant
- share the learning from your project either in a peer reviewed journal, national event or publication e.g. presentation or poster
- short updates (a template will be provided) 12 months post grant period, where appropriate, case studies.

### Once your project is complete

As a condition of your grant, you will be required to send us a final report at the end of the grant funded period of your project. You will be asked for further information about what you have achieved and what impact the work has had on the experience for patients and their families.

### Timetable

An outline timetable for the programme is given below.

- 14 February - Deadline for submission of applications 17:00
- Mid-March - Major Grants Committee meet to allocate funding
- Early April - all applicants to be notified of decisions
- End July - First progress report due from grantees

### Acknowledgements

Grant holders are required to acknowledge the Masonic Charitable Foundation, local masonic representatives and Hospice UK in any information that is circulated about the project. This includes e.g. conference presentations, reports, publications and articles that arise from the work.

### [Masonic Charitable Foundation](#)

Freemasonry is one of the largest charitable givers in the country, contributing £51.1m to deserving causes in 2020 alone. Freemasons do not only donate money – more than 18.5 million hours of volunteer work is undertaken by our members in their communities every year. As the national charity of Freemasonry in England and Wales, the Masonic Charitable Foundation awards grants to tackle some of the most significant challenges in society, in particular, reducing loneliness in later life and ensuring a positive future for young children. We work in partnership with some of the biggest charities in the country to deliver our support. Through the MCF, Freemasonry also contributes significant funding for hospice services and research into treatments and cures for medical conditions and makes donations, at home and overseas, to support those affected by major natural disasters.

### [Hospice UK](#)

Hospice UK is the national charity for hospice care. Everything we do aims to support hospices to provide more incredible care for more people. Our vision is for everyone facing the end of life, whoever they are and where ever they may be, to have the best possible care.

## Further information

Please see our website or contact the Grants Team at Hospice UK with any questions about this grant programme or if you need further information:

E-mail: [Grants@hospiceuk.org](mailto:Grants@hospiceuk.org)

Website: [www.hospiceuk.org/grants](http://www.hospiceuk.org/grants)

Telephone: 020 7520 8219

Address: Grants Team, Hospice UK, 34–44 Britannia Street, London, WC1X 9JG

